

# **Joint Appropriations Subcommittee on Transportation**

## **Subcommittee Protocol**

1. Do not speak unless recognized by the chair.
2. Once recognized by the chair, state your name and who you represent.
3. Stand up when speaking.
4. Presenters may not recognize members from the audience to answer questions; only the chair has the authority call on someone to speak in committee.
5. No materials may be distributed to the subcommittee without prior approval from the chair.
6. All Final presentations must be e-mailed to Fiscal staff by noon on the day preceding the presentation.
7. Before presenting any document to the subcommittee, e-mail the appropriately named document in PDF format to the Subcommittee Clerk and Fiscal Staff no later than 3:00 PM on the day preceding the presentation. The clerk will post documents to the website as soon as the schedule allows.
8. Copies must be double-sided, three-hole punched, and stapled in the corner. One slide per page is preferred if charts become unreadable at two slides per page.
9. Copies need to be in the subcommittee room no later than thirty minutes before the scheduled meeting time.
10. Please respect your fellow presenters and adhere to the time limits.